



# Campus Printing

## HELPFUL BACKGROUND INFO

- 1. West Chester University's Information Systems and Technology (IS&T) office encourages employees to use WCU Multi-Function Printers (MFPs) that print, copy, scan, fax, email, and archive documents.**
- 2. Faculty & Staff MFPs:**
  - Are cheaper and more efficient than desktop printers
  - Save money with inexpensive black-and-white and color printing in multiple paper sizes and formats
  - Ensure protected document reproduction using secure PINs for document release
  - Scan directly to any campus user's OneDrive or email account
  - Have an ID# and support phone # tag on the front to request repairs and assistance
- 3. Student MFPs are:**
  - Supported through the RamPrint program that enables swipe-to-print access
  - Automatically configured to print double-sided, with single-side printing available if necessary
  - Able to print from students' personal devices
  - Available for color copying
- 4. Large-format copies are available for a small fee in the Francis Harvey Green Library's Innovations Media Center**

## CHECKLIST OF TO-DOS

### For offices without direct access to a MFP:

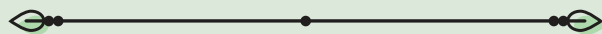
- Set desktop printers to double-sided and draft printing modes to save energy, paper, and toner
- Share information about MFPs with all office employees
- Set goals to retire some or all desktop printers in the office and obtain access to an MFP

### For offices with access to a MFP:

- Use MFPs for all printing, copying, scanning, and faxing
- Stop buying ink/toner for remaining desktop printers with goal of retiring the equipment when we run out
- Set MFP to double-sided and draft printing modes to save energy, paper, and toner

### For all offices:

- Distribute documents digitally to minimize paper use
- Learn about the Ramprint program on campus to assist students
- Recycle toner cartridges and retired electronics (including monitors, printers, keyboards, computer mice, cables, etc.)



For more Green Office Program info sheets, visit our website.

Reach out to the Green Office Program team at [sustainability@wcupa.edu](mailto:sustainability@wcupa.edu) with other creative solutions!